



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 01-08-022 E	OPENING DATE: 06-13-08	CLOSING DATE: Open Until Filled	OPEN TO ALL APPLICANTS
POSITION: Budget Analyst JS-560-12/13	TYPE OF APPOINTMENT: Career Service	SALARY: \$69,764- \$107,854 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Budget and Finance	LOCATION: 616 H Street, NW, Washington, DC	TOUR OF DUTY: Full-time	

Promotion Potential to JS-13

Applicants who previously applied under this announcement number are still under consideration and need not re-apply

BRIEF DESCRIPTION OF DUTIES: This position is located in the Budget Branch of the Budget and Finance Division. **Time Management:** Meets deadlines and target dates in the budget development process, as well as identifying ways to improve and/or streamline the process. **Budget Development:** Analyzes trends, develops projections of budgets and expenditures to provide an evaluation of the fiscal impacts. Ensures completeness and coherence of submissions and accompanying documentation. **Budget Execution:** Monitors program and financial performance against spending plans. Develops systems and procedures for fiscal year-end budget estimates. **Budget Analysis:** Carries out special studies of budget status and court fiscal position. Researches, analyzes and makes recommendations on requests from assigned divisions for reallocation of positions and changes in funding appropriations. Performs specific program budget analysis upon request. **Communication:** Conducts training sessions for managers regarding budget preparation and monitoring. Prepares documents using clearly organized thoughts, proper sentence construction, punctuation, and grammar. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: A bachelor's degree in finance, economics, public administration, or a related field, plus four (4) years of experience in governmental (municipal, federal or state) and/or private sector budgeting. A Master's Degree in Public or Business Administration, or other closely related field, may be substituted for 1 year of work experience. Proof of education must be submitted with your application, in order to substitute education for experience. Please submit a copy of your most recent performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Failure to respond specifically to each of the ranking factors will disqualify you from further consideration. Please provide a written description and length of experience, training or education that indicates your level of qualification for each factor.

1. Experience in: 1a) Time Management, 1b) Budget Development, 1c) Budget Execution, and 1d) Budget Analysis.
2. Knowledge of, and experience in, position control monitoring. Identify payroll and financial systems used for obtaining payroll and personal services (PS) information.
3. Oral and written communication skills, to explain budgetary procedures, respond to external inquiries and to exchange information with DC Courts managers concerning financial and budgetary issues. (include samples where applicable)
4. Proficiency in Microsoft Office products (e.g. Excel, Word, Power Point). NOTE: a test on this skill set will be administered.

SELECTION PROCESS: After a review of Applications and Supplemental Ranking Factor Responses, a structured oral interview and a skills test will be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit Court Application and Ranking Factors to:

DC Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001.
Applications Available on-line at: <http://www.dccourts.gov/dccourts/docs/Application2005-1.pdf>

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.